

C O P Y

Approved For Release 2001/08/07 : CIA-RDP78-04718A000500210019-5

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Machine Records Branch

DATE: 25 August 1952

FROM : Acting Chief, General Services

SUBJECT: Monthly Report of Personnel Strength by Organizational Unit

1. There is attached a memorandum from the Acting Chief, Research and Planning Staff requesting the compilation of certain personnel statistics on a monthly basis for the use of the Comptroller. A copy of the Comptroller's memorandum and a report form are also attached.

2. This is a new project and consequently, no personnel requirements have been planned for it. In order to assist the office of Personnel and the Comptroller, you are authorized to proceed with the compilation of this report on a voluntary overtime basis for the month of July only. Please keep an accurate record of the number of hours required to prepare this report. Preparation of the reports for the remainder of the fiscal year will be continued only if personnel requirements for the Machine Records Branch now pending in the office of the Deputy Director, (Administration) are approved.

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GS/LGC:rk

cc: chrono

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Comptroller  
Mach. Rec. files